



DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE



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DATE: AUGUST 13, 2010

FROM: CHIEF FARON SEGOTTA *fs*  
DEPUTY CABINET SECRETARY

TO: ALL NMSP COMMISSIONED OFFICERS

SUBJECT: DIRECTIVE 2010-04  
PAYMENT & BANKING OF COMPENSATORY TIME

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As everyone is aware, projected budgetary shortfalls are requiring additional reductions in agency expenses. Therefore, as a cost saving action, effective immediately, NMSP commissioned officers may no longer cash out holiday compensatory balances (TRC code HCMPP on the SHARE timesheet).

The compensatory balance has been raised to accommodate the resulting impact on leave balances. Employees may accrue up to a maximum of 160 hours for all four (4) types of compensatory time and accrued administrative leave awarded. This includes premium bank (@1.5), straight time compensatory bank (@1.0), holiday accrued (bonus hours), holiday compensatory time and administrative comp time.

Employees, who have compensatory balances in excess of 160 hours and request or require annual, or sick leave will be required to use accrued compensatory time in lieu of annual or sick leave.

Supervisors are directed to schedule compensatory time off for all employees who have accrued or are approaching 160 hours of compensatory time sufficient to maintain the total balances down to no more than 160 hours.

FS:ddj